ASC/88TH ABW VPP
Goals and Objectives 2010

2010 Goals and Objectives

Introduction

- **OSHA VPP requires Measurable Annual Goals and Objectives by organizations participating in OSHA Voluntary Protection Programs.**

- **Communicate Annual Goals and Objectives to employees and contractors at all levels in order to successfully implement change plans and enhance behaviors necessary to achieve Goals.**

- **Each Organization will establish Goals and Objectives to support the Wings Goals and implement Change Plans necessary to achieve these Goals**

- **Annual VPP Goals and Objectives will be completed by 31 January of each year pending results of previous Calendar Year OSHA Injury and Trend Analysis.**

- **Trend Analysis of DART/TCIR rates, mishaps, illnesses, and inspection Results are provided in Tables 1-7 to identify targeted Goals.**

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A. Participation Goals

The WPAFB VPP Team will work together to accomplish the following goals:

- Promote a proactive behavior culture change shifted towards prevention of, rather than reaction to incidents. Everyone must believe they can make a difference and do their part in providing a safe and healthy work place for all employees, contractors, and visitors on WPAFB.
- Maintain or further reduce DART (Days Away, Restricted or Transferred) and TCIR (Total Case Incident Rate) Rates below industry Average for our North American Industry Classification System (NAICS) Code (561210).
- Expand awareness on the value of safety and health management systems that address hazards, and promote leadership and management/labor commitment and employee involvement.
- Improve ergonomics awareness to help prevent musculo-skeletal disorders.
- Reduce all causes of slips, trips, and falls.
- Maintain a strong communication link between our mentors, WPAFB Star recipients (88 ABW Staff, 88 MDG and ASC Staff) to help share best practices, partnership impact measures, and technical information, as well as analyze industry and site trends.
- Expand WPAFB participation in OSHA's VPP program.
- Improve injury, illness and incident reporting to include "near misses".
- Identify and eliminate hazards in a proactive manner.
- Submit four VPP applications per calendar year.

B. Roles and Responsibilities

1. Employee Roles
- Be a model of safe work behavior. Perform your work safely. Think and follow established procedures and work control documents.
- Be aware of all hazards in workplace and/or job tasks. Clearly understand that if, at any time, you deem an activity to be unsafe due to conditions or behavior, you have the obligation to <u>stop work</u> until the situation is resolved.
- Understand how hazards in your workplace are controlled.
- Be sure that you are fully trained and/or qualified to perform a task. If training or qualifications have expired, do not perform the work.
- Report safety and health issues/injuries/near misses via AF Form 457, WPAFB Form 1410 and WPAFB Form 1418, respectively. When safety concerns are minor and can be resolved quickly, then do so, and continue with your work (personally correct situations whenever possible).

- Participate in the following, as a volunteer or by assignment: Safety Team (Committee), incident investigations, inspections, safety reviews, hazard analysis, behavioral observations, preparing and reviewing procedures/JSAs, etc.
- Be able to explain in general terms: VPP Principles, Commanders Safety Policy, Mission Statement, and unit Safety Goals and Objectives.
- Report retaliation by immediate supervision for exercising your safety and health rights to the next level of management any situations.
- Participate in WPAFB and/or unit Safety and Health Awareness activities.
- Be able to quote at least three meaningful ways you will participate in the WPAFB VPP Program.

2. Commander's/Management's Roles
- Begin meetings with Safety Tips.
- Safety is a management responsibility. Encourage and provide opportunities for employees to participate in pre/post job briefings, inspections, investigations, hazard assessments, safety reviews, behavioral observations, and procedure writing and reviewing.
- Ensure that safety and health issues brought to their attention are resolved in a timely manner.
- Routinely walk through your areas of responsibility and solicit input from employees on safety and health issues (visibility on the floor).
- Communicate (discuss in staff meetings, bulletin board postings, etc.) with employees regarding the status of safety items, i.e., results of inspections, results of incident investigations, trending data, resolution to safety concerns, upcoming events, safety goals and action plans, minutes from safety meetings, etc.
- Allocate the necessary resources to ensure the appropriate integration of safety into work tasks.
- Participate in the development and communication of unit safety and health goals.
- Ensure that your employees are represented on the unit level safety committee and frequently attend the meetings.
- Ensure that employees are aware of all the physical and chemical hazards in their workplace and how they are controlled to prevent injury.
- Provide the necessary safety and health training and ensure it is documented on AF Form 55.
- Ensure incident investigations are conducted timely and the necessary reporting is performed per AFI 91-204 and ASCI 91-202.
- Provide and personally attend at least 12 safety meetings per year.
- Ensure employees understand and can explain the following: Stop Work "knock-it off" Authority, Discipline Policy, Commanders Safety Policy, Annual Safety Goals & Objectives, and Mission Statement.

- Hold employees accountable (accountability is a process not an event) for their safety contributions. Provide rewarding and constructive feedback as needed throughout the year.

3. VPP Program Management Team
- Be a positive promoter of VPP and ensure maintenance of the program.
- Attend the VPP Implementation Team Meetings.
- Attend safety training for management
- Direct the VPP process base-wide
- Provide technical direction to the VPP Team and Management
- Strategize and provide direction to safety committee chairpersons.
- Create, publish, and distribute the VPP infrastructure and Path Forward to aid in consistent process execution and communication.
- Coordinate and lead the development and submittal of the Annual VPP Report.
- Coordinate internal and external VPP evaluations.
- Design, implement, and coordinate VPP events such as conferences, Union Summits, etc. with the unit safety committee
- Design and coordinate employee VPP awareness training/education.
- Design and deliver VPP-related training for management.
- Provide input regarding the interface of subcontractors with the VPP process.
- Interface with DoD, USAF, and HQ AFMC VPP counterparts.
- Interface and partner with the Unions for worker involvement in VPP.
- Coordinate mentoring visits.
- Interface with management as it relates to the sustainability and maintenance of VPP.

4. Safety and Health Professionals
- Serve as advisors.
- Seek the input of employees when analyzing hazards in the workplace.
- Be a technical resource (requirements and regulations) to employees and management.
- Interface as a "coach" or "lifeguard" versus policeman.
- Compliment hazard identification with workable solutions.
- Interact with unit Safety Committee Chairpersons on a regular basis.
- Invite employees to participate in inspections/walkthroughs.
- Be a promoter of VPP principles and criteria.

5. Unit Safety Committee Chairperson
- Interface regularly with the VPP Program Coordinator.

- Serve as the point of interface between the unit and the VPP Program Management Team.
- Coordinate adhoc teams, e.g., recognition, sponsored by the safety committee.
- Chair the unit safety committee meeting. Prepare and follow an agenda.
- Facilitate VPP related assessments in the unit.
- Maintain the unit document file.
- Contribute to the Annual VPP Report & Statistics.
- Be a positive promoter of employee involvement in the safety process.
- Coordinate VPP events/activities/efforts at the unit level.
- Ensure management is aware of the meeting schedule, receives meeting minutes, and is apprised of team actions.
- Attend safety training.
- Attend the monthly meeting and participate in special assignments.
- Assist in preparing the agenda and monitor and follow-up on any action items.
- Participate in the annual safety assessment.
- Assist in the coordination of unit level safety awareness events and community outreach activities.
- Ensure that the unit/group-level goals and objectives are developed and communicated each year.
- Participate in Regional and National VPPPA conferences as appropriate.

6. Senior Management
- Establish accountability for safety within management Area of Responsibility (AOR).
- Be a positive promoter of VPP.
- Meet with the unit safety committee chairperson regularly. Keep current on activities and resolve issues.
- Attend the unit safety committee meetings frequently and provide appropriate resources.
- In conjunction with the safety committee, contribute to the unit safety goals and objectives.
- Remove barriers identified by the safety committee.
- Attend VPP Senior Management meetings e.g. VPP Implementation Meetings and ESOH Councils.
- Ensure safety committee has appropriate resources (labor and non-labor dollars).
- Coordinate/support VPP assessments in your area.
- Conduct routine walk-through of your AOR.
- Attend appropriate Safety & Health training.

C. Objectives

> 88 ABW/VPP Team will work to accomplish the following objectives in support of the participation goals:

1. Safety and Health Management Systems

- Expand VPP awareness by providing technical assistance and guidance for implementing the WPAFB Safety and Health Management system at pilot work sites:
- Establish a proactive safety and health culture.
- Provide baseline data for the existing systems and goals for improvement.
- Share knowledge and lessons learned from partnership to help reduce injuries and illnesses.

2. Improved Communication

- Increase employee awareness through publications, training, special events, and briefings
- Achieve a stronger communication link between Unions and Wright-Patterson AFB.
- More frequent communication through a variety of channels
- Share VPP best practices and lessons learned.

3. Increased VPP Participation

- Increased participation in VPPPA events regionally and nationally.
- Empower safety committees to self identify and correct workplace safety and health issues.

4. Reduce workplace injuries and illnesses, including those related to ergonomics, by:

- Using the Wright-Patterson ESOH system and Safety Teams as a basis for developing recommendations to address work place hazards.
- Communicate High Accident occurrences to Safety Committees in order to target high-risk activities and work centers for improved performance and accident/hazard reductions.
- Coordinate with base Civilian Personnel, (Workman's Compensation) to help get injured employees back to work as soon as possible in a full or limited capacity.
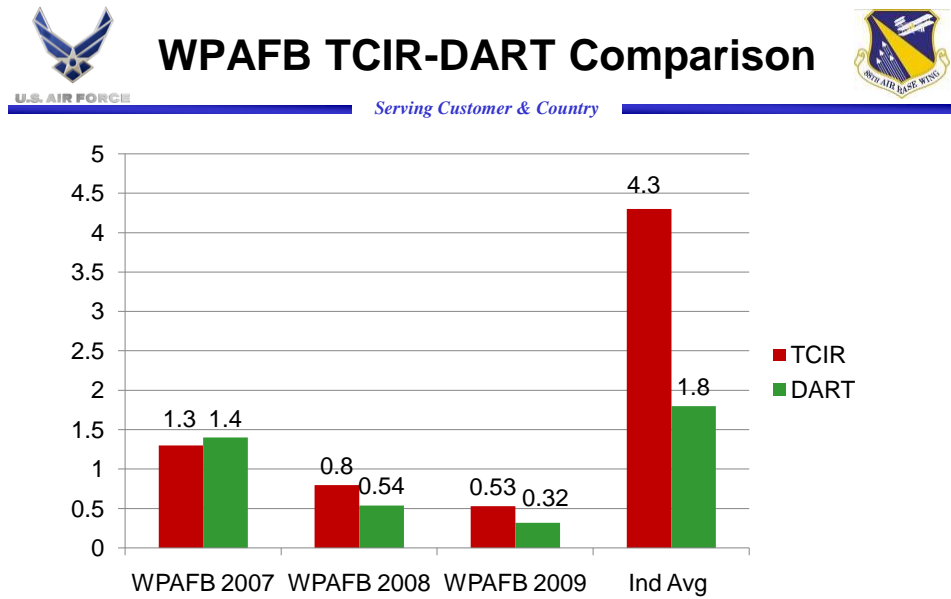
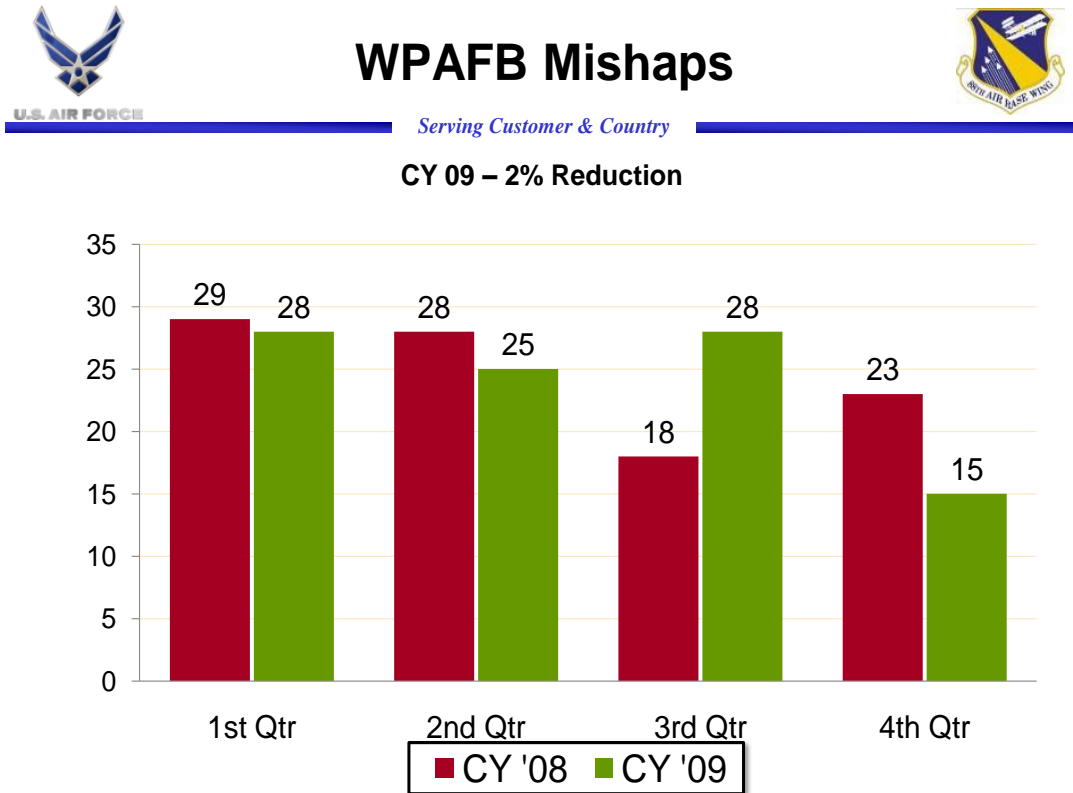**Table 1- DART and TCIR Comparison**

WPAFB TCIR-DART Comparison

Serving Customer & Country

Category	TCIR	DART
WPAFB 2007	1.3	1.4
WPAFB 2008	0.8	0.54
WPAFB 2009	0.53	0.32
Ind Avg	4.3	1.8

Table 2 – WPAFB Mishap Comparison

WPAFB Mishaps

Serving Customer & Country

CY 09 – 2% Reduction

Quarter	CY '08	CY '09
1st Qtr	29	28
2nd Qtr	28	25
3rd Qtr	18	28
4th Qtr	23	15

Table 3 – Mishaps by Category

Mishaps by Category

U.S. AIR FORCE

Serving Customer & Country

Legend:
- CY '08 (red)
- CY '09 (green)

Categories (x-axis): S/R, Ind, Misc, PMv-2, PMV-4, GMV, Property

Y-axis: 0 to 60
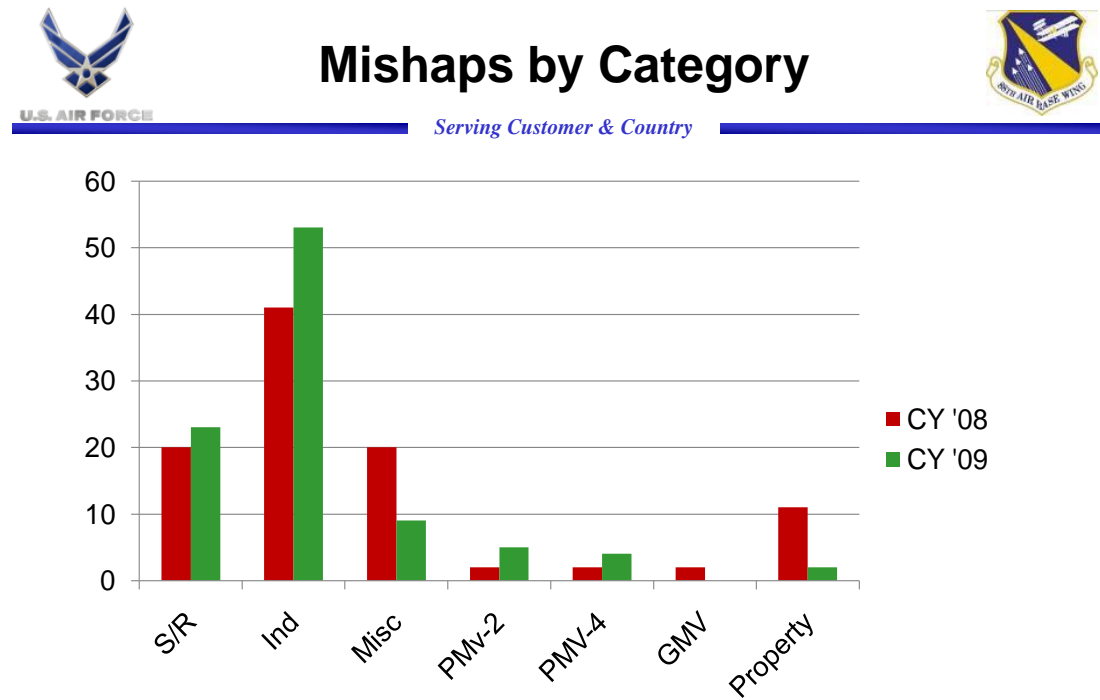
Table 4 – Occupational Illness Chart

Occupational Illnesses

Serving Customer & Country

GROUP	CY08	CY09	CY10
88 ABW	14	36	2
ASC	16	4	
Tenants	10	31	
WPAFB Total	40	71	2
Industrial	3	17	
Administrative	37	54	2

Illness	CY08	CY09	CY10*
Musculo-skeletal Disorder	22	43	2
Toxicity	1	0	
Pulmonary	14	6	
Skin	1	0	
Hearing	1	11	
Eyes	0	0	
Neurologic	1	2	
Heat Exhaustion	0	9	
WPAFB Total	40	71	2

*As of 27 Jan 10
AFSAS reporting system started on 25 Aug 08

Table 5 – CY 2009 Inspection Trends

Inspection Trends CY 2009

Serving Customer & Country

- Misuse of extension cords (daisy chain)
- Mechanical rooms used for storage
- Fire safety deficiencies (emergency lighting & fire extinguishers monthly inspection documentation)
- Incomplete Job Safety Training Outlines – need to be workplace specific and reviewed annually
- Safety meetings and self inspection not being accomplished and/or documented within the unit
- Motorcycle Safety – No documentation of annual counseling for riders with commander

Table 6 – CY 2009 Inspection Trends, cont.

Inspection Trends CY 2009

Serving Customer & Country

- **Late Unit Mishap Reporting**
  - **Reporting responsibility: Mishap individual & individual's supervisor**
  - **Required: WPAFB Form 1410 (Notification of Civilian/Military Injury)**
  - **Guidance: ASCI 91-202, Mishap Prevention Program**
- **ORM Training (AFMCI 90-902 requirement)**
  - **Supervisor/employees lacked proper training and documentation**
- **AFMC Form 316, *Supervisor Safety Meeting Minutes***
  - **Not being accomplished and/or documentation within the unit**
  - **Industrial areas require monthly/admin areas quarterly**

Table 7 – Acronyms

DART	**Days Away, Restricted or Transferred**
ESOH	**Employee Safety and Occupational Health**
JSA	**Job Safety Analysis**
NAICS	**North American Industry Classification System**
TCIR	**Total Case Incident Rate**
VPP	**OSHA Voluntary Protection Programs**
VPPPA	**Voluntary Protection Programs Participants' Association**